



Asset Management Policy

Effective Date:

January 06, 2025

Category:

Business

Scheduled Review:

September 30, 2026

Supersedes:

ITP-BUSFM013

1. Authority

[Executive Order 2016-06, Enterprise Information Technology Governance](#)

2. Purpose

This Information Technology Policy (ITP) establishes the policy and practices for the efficient management of Commonwealth Enterprise Software.

3. Scope

This policy applies to all offices, departments, boards, commissions, and councils under the Governor's jurisdiction and any other entity connecting to the Commonwealth Network (hereinafter referred to as "agencies").

Third-party vendors, licensors, contractors, or suppliers shall meet the policy requirements of this policy as outlined herein.

4. Policy

For definitions found within this document, refer to the [IT Policy Glossary](#).

4.1 Licensing Assignments

Commonwealth employees and contracted resources shall be issued the level of software license necessary based on their job duties and requirements. OA/IT shall maintain guidance for commonly used Enterprise Software that outlines the license or type of license that shall be assigned to users by default. This guidance is available in *Software Licensing Guideline*.

If the guidance in *Software Licensing Guideline* is inconsistent with any contractual agreements, the provisions of the contractual agreement shall take precedence.

4.2 Software License Reclamation

OA/IT shall conduct regular reviews of Enterprise Software license utilization to identify instances where the software is unused or underutilized. Once identified, any software that

meet the criteria for being unused or underutilized shall have software uninstalled or the license unassigned. These licenses shall then be returned to the License Pool and reassigned to other users requiring that software.

If a user determines that a reclaimed software is needed, they shall submit a request to have the software reinstalled or the license reassigned via the Enterprise IT Service Management tool. The request shall include justification as to why they require the software.

A list of Enterprise Software that is subject to the license reclamation process, along with the criteria for each to be considered unused or underutilized, and the actions to be taken is available in *Enterprise Software Reclamation Standard*.

4.3 Enterprise License Procurement

OA/IT shall purchase licenses that are available on a Centralized Licensing Agreements (CLA) and charge agencies for use of licenses that are included in the agreement or onboarded onto the agreement. Agencies shall be charged based on their assignment or consumption of the licenses in accordance with a chargeback methodology, such as Shared Service Apportionment (SSA) or an approved chargeback method.

A listing of the current CLAs, the products, and agencies they apply to, and the onboarding processes, is available *Software Licensing Guideline*.

5. Contact

Questions or comments may be directed via email to [OA, IT Policy](#).

6. Exception from Policy

In the event an agency chooses to seek an exception from this policy, a request for a policy exemption shall be submitted via the enterprise IT Policy Exemption process. Refer to *IT Policy Governance Policy* for guidance.

7. Revision History

This chart contains a history of this publication's revisions. Redline documents outline the revisions and are available to Commonwealth users only during the drafting process.

Version	Date	Purpose of Revision
Original	01/06/2025	Base Document